

VII. Preventive Maintenance

Per ARS §41-1091 B: This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

Per ARS §15-2002: Each school district shall develop routine preventative maintenance guidelines for its facilities. SFB Staff shall inspect school buildings at least once every five years to ensure compliance with routine preventative maintenance guidelines with respect to construction of new buildings and maintenance of existing buildings. The school facilities board shall randomly select twenty schools every thirty months and inspect them pursuant to this paragraph.

A. District Plans

There are seven identified Preventive Maintenance categories as shown in *Exhibit Item VII.A*: HVAC, Roofing, Electrical, Plumbing, Surfaces, Special Systems, and Special Equipment. There are 50 Preventive Maintenance checklists within these seven categories. Each checklist identifies a major building component within the category. SFB staff will assist each district in selecting the appropriate checklists to use for their respective schools. The District's Preventive Maintenance Plans will dovetail with the District's Building Renewal Plans.

B. Description of Tasks

Each of the seven categories contain multiple tasks to be completed quarterly, semi-annually, or annually.

C. Life Cycle of Equipment

Information of the life expectancies of equipment is provided in *Exhibit Item VII. C*. The useful lives of the listed items vary directly with their initial quality and level of maintenance. The list is based upon good quality components and a level of maintenance over the useful life that is consistent with manufacturer specifications.

D. Reporting

A reporting form-*Exhibit Item VII.D*, completed for each district school, will list the number of preventative maintenance guideline tasks completed during the reporting period for the seven PM categories against the total number of recommended tasks for the approved plan. The number will be put into a report to compare the schools in a district, between districts statewide, or amongst similar geographic features or size. Each District's preventative maintenance plan reporting period will be the fiscal year from July 1 thru June 30 of the following year. Each District will submit it's preventative maintenance report to the School Facilities Board by October 1st of each year. The reporting form will be submitted to SFB on an annual basis signed by: District Governing Board President, District Superintendent, and Facilities Manager

E. Non-Compliance as a Result of the Inspection

If the SFB staff determines, during their 5-year inspection process, the District is in non-compliance, the district will explain the non-compliance and provide a recovery plan to bring the district into compliance. The actual PM checklists will be completed by building and filed for each school within the District. The respective SFB Liaison will review these PM files when they inspect the school.

F. Use of Building Renewal Monies

A school district is authorized to use up to eight (8) percent of its annual building renewal formula amount for routine preventive maintenance, but such monies may not supplant maintenance expenditures from other sources. The SFB may require a school district to use building renewal eight (8) percent set aside for preventive maintenance if the SFB finds during an inspection that the District has not adequately maintained its facilities pursuant to the adopted guidelines.

G. Inspections

SFB will randomly select twenty school districts every thirty months and do a complete Preventive Maintenance Guideline audit.